

When a person of Japanese descent requests a certified copy of family register or expelled copy of family register of their Japanese parents or grandparents by mail from overseas.

(Applied for by the person themselves)

A **family register** is a certificate of the contents listed in the family register, which is the only official document that proves the status of a person with Japanese nationality.

A **certified copy of a family register** is one in which all persons listed in a family register have been removed from the register due to marriage or death, and the family register itself **has been closed**.

Necessary documents for applying for family register or removal from register

① Application form for “Family Register” or “Closed Family Register”	<b>【How to procure the request from】</b> Method 1. Download from the home page of the municipal office at which you registered. Method 2. Request a mail order form for the application of family registration at your local municipal office.
② Identification 1 copy (1 copy) (Residence card, driver's license, health insurance certificate card, passport) A form of id that shows your name, date of birth, and address.	Personal identification is necessary in applying a copy of family registration or copy of expelled family registration.
③ Birth certifiante of applicant, issued by the foreign agency of the birth country (1 copy)  Japanese translation (1 copy)	These are required to certify the relationship with parents.
④ The following certificates <b>if necessary</b> : • Marriage certificate of parents (copy acceptable) Japanese translation (1 copy) • Marriage certificate of grandparents (copy acceptable) Japanese translation (1 copy)	These are required to certify the relationship of grandparents and parents.
⑤ Return envelopes	The envelope is to send the requested documents to the applicant  Affix appropriate postage or enclose postage including postage, and write your postal code, address and the name. The envelope must be enclosed.
⑥ Fee:Postal money order or cash (Japanese yen)  a. Family register copy: 450 yen b. Expelled copy of family register: 750 yen  ※Please note that foreign exchange is not available.	The application fee differs depending on whether you are applying for a "family register" or a "removal from the family register." The staff at the municipal office will advise you of the required fee.  Change will be returned to you in the form of Japanese stamps.

【Address】

Please send the complete set of documents from ① to ⑥ (as required) to the address opposite:

987-3 Yamaga, Yamaga City, Kumamoto Prefecture  
861-0592 Japan  
Yamaga City Hall, Citizens Affairs Division  
(Yamagashiyakusyo Shiminn-ka)